



User Guide

Enhanced invoicing functionalities (Supplier Finance Portal)

The Supplier Finance Portal provides a **higher service level** for the Bosch suppliers, increases transparency, and reduces administrative efforts.

The following pages will support you in the Supplier Finance Portal usage by providing a **step-by-step manual** with screenshots to the following topics:

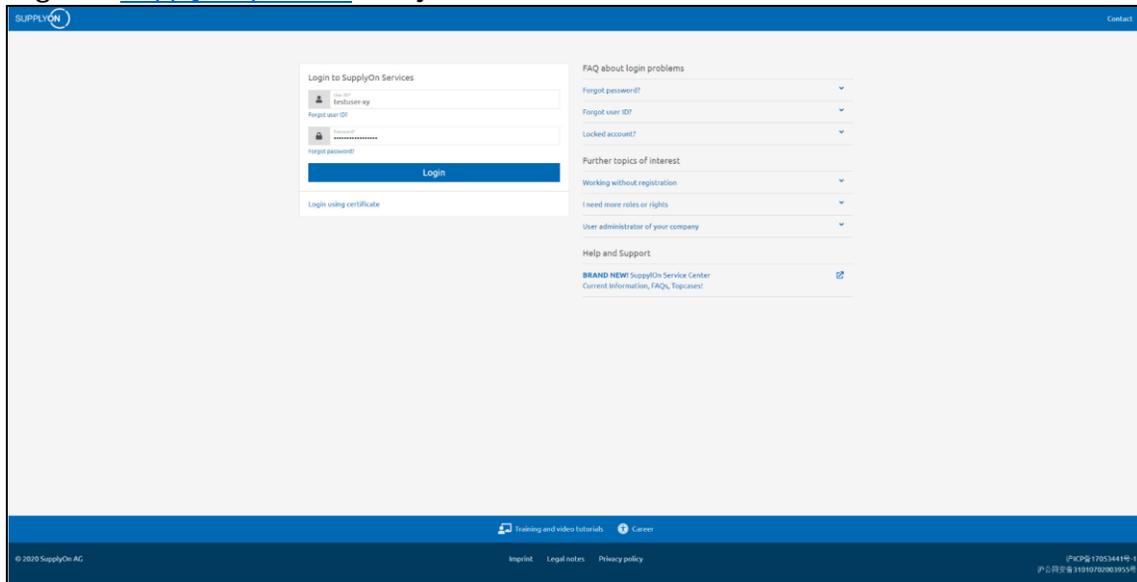
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The following functions are covered in the Supplier Finance Portal:

Detailed status information (e.g. invoice processing status, payment due date, etc.)	For ALL invoices sent to Bosch (even invoices not created via SupplyOn)
Creation of inquiries regarding financial topics	<ul style="list-style-type: none"> - General inquiries - Dunning inquiries - Balance confirmation requests
Creation of invoices	When you are already activated for the invoicing service. If not, the current invoice channel remains.

Log-in and routing to the service

1. Log-in to [SupplyOn platform](#) with your user credentials

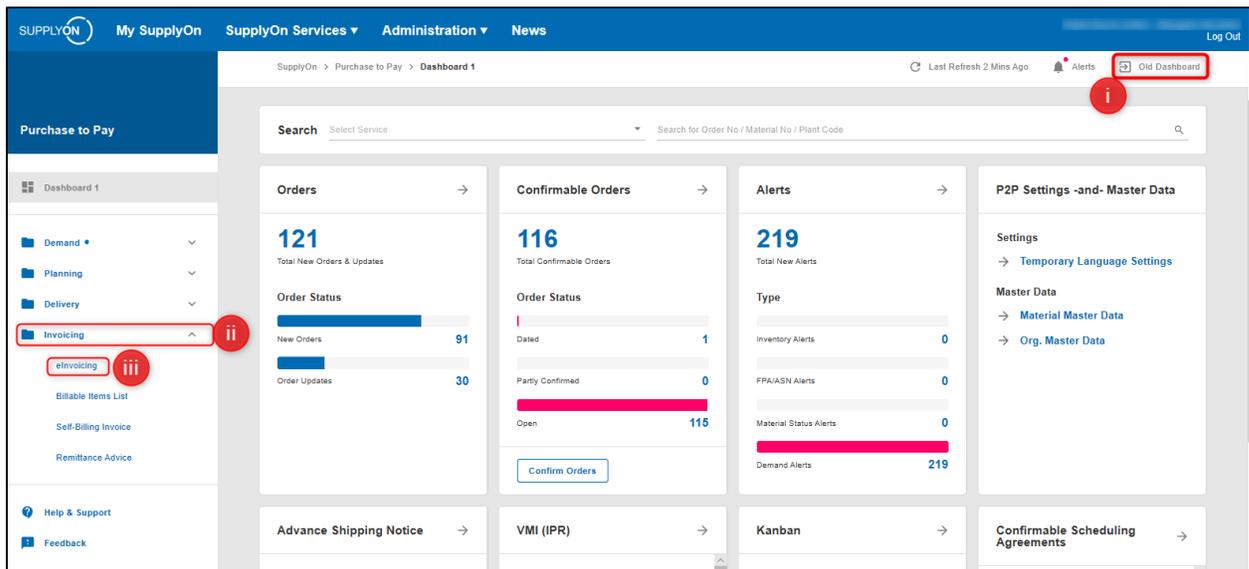


2. Go to  and enter the invoicing service by either selecting

- A)  WebEDI
→ You will be routed via a purchase-to-pay dashboard, where you get an overview of your purchasing and invoice related data* or

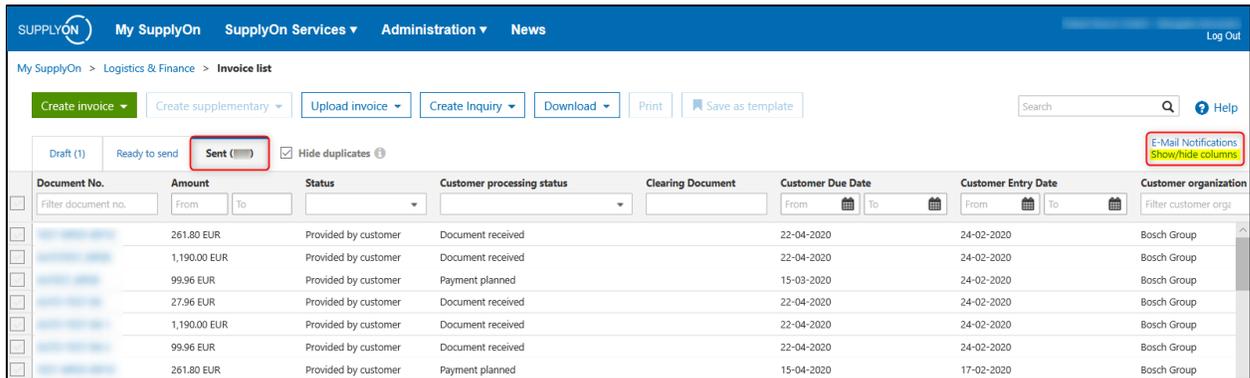
- B)  SupplyOn invoicing
→ You jump directly into your invoice related data (the user needs a corresponding role, e.g. “eInv Seller P2P”).

***Hint if you enter via “WebEDI”:** You can select your preferred SupplyOn platform design (chosed between a “New” Dashboard” and an “Old” Dashboard” - the functions will be the same)



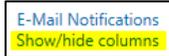
Invoice list with details

1. Find an overview of all your sent invoices to Bosch within Sent () (= invoice cockpit)



Hints:

- a) you can customize your invoice cockpit by hiding/displaying columns in the top right corner



- b) invoices created within the last 2 years are displayed

2. Most important and new columns of the invoice list

Customer processing status	<p>the status of the processing of the invoice within BOSCH</p> <ul style="list-style-type: none"> • Document received: The invoice was received by the customer. • Document rejected: The invoice was rejected by the customer. • Validation in progress: The verification of the invoice is still in progress. • Payment planned: The payment is planned based on the payment terms, but not initiated yet. • Document blocked for payment: The payment is on hold, e.g. because the customer is still waiting for a goods receipt. • Document paid: The invoice was paid by the customer.
Goods receipt status	<ul style="list-style-type: none"> • Complete: All goods for this invoice have been received. • Open: The customer is still expecting deliveries for this invoice • Not applicable: No goods receipts are expected for this invoice
Customer due date	Date by when the customer plans to initiate payment of the invoice
Last inquiry	The type of the last inquiry (dunning, balance confirmation or general inquiry) which was created with reference to the invoice

! Further information can be found in the [SupplyOn Help Pages](#)

Creation of inquiries directly to BOSCH

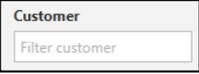
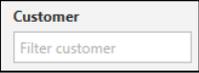
1. Raise inquiries to Bosch by selecting

Dunning	You have not received a payment from the customer by the payment due date, and therefore want to submit a dunning or payment reminder
Balance confirmation	You request a balance confirmation from the customer for audit purposes
General inquiry	Other types of inquiries → Incl. questions regarding the content of the displayed invoices

Hint for ALL inquiry types:

- One/multiple attachment can be included in the request (max. upload size in total 10 MB)
- One/multiple supplier contact email address(es) can be entered in the request, so BOSCH can send the request answers to the contact email address(es)

2. Prerequisites for each inquiry type

Dunning	Can only be requested by selecting one or more documents to query from the invoice cockpit, but these should all be for the same  (e.g. Bosch Powertools)	<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
Balance confirmation	Is initiated independently of any data in the invoice cockpit. If a Balance Confirmation is requested no invoice lines should be selected from the invoice cockpit	<input type="checkbox"/>
General inquiry	Can be requested either by - selecting one or more documents to query from the invoice cockpit, but these should all be for the same  <u>or</u> - independently when no documents are selected in the invoice cockpit	<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>

3. The raised inquiries will be routed directly to BOSCH and you will receive an email confirmation about your BOSCH ticket creation (incl. ticket number) to the mentioned “supplier contact e-mail address(es)” in your inquiry.

BOSCH will provide a solution by email.

- ! Further information can be found in the [SupplyOn Help Pages](#)

SupplyOn screen examples for each inquiry type:

Dunning Inquiry ? Help

Referenced documents:

Customer Company:

Supplier:

Message:

Supplier contact e-mail:
E-mail address to receive responses to inquiries. Multiple addresses can be entered, separated via ";".

Attachments

<input type="checkbox"/>	File	Size
<input type="checkbox"/>docx	811.3 kB
<input type="checkbox"/>docx	71.8 kB

Drag files here to upload them.
Or

Balance Confirmation ? Help

Key Date:

Please choose a date for which the balance should be confirmed.

Customer Company:

Supplier:

Message:

Supplier contact e-mail:
E-mail address to receive responses to inquiries. Multiple addresses can be entered, separated via ";".

Attachments

<input type="checkbox"/>	File	Size
<input type="checkbox"/>xlsx	11.9 kB
<input type="checkbox"/>pptx	2.7 MB

Drag files here to upload them.
Or

General Inquiry ? Help

Referenced documents:

Customer Company:

Supplier:

Subject:

Message:

Supplier contact e-mail:
E-mail address to receive responses to inquiries. Multiple addresses can be entered, separated via ";".

Attachments

<input type="checkbox"/>	File	Size
<input type="checkbox"/>xlsx	82.8 kB

Drag files here to upload them.
Or

BOSCH notification example for a dunning inquiry via SupplyOn:

The screenshot shows an email interface with the following content:

Reply Reply All Forward IM
Tue
donotreply@de.bosch.com
Your **SSF** Service Request [redacted] has been created.
To [redacted]
If there are problems with how this message is displayed, click here to view it in a web browser.

SSF FI Notification

Dear Sir or Madam

CC
Your Service Request 8000131378 has been created.

Status Forwarded Internally
Description Dunning
Created In SupplyOn Supplier Portal
Process I2P: Dunning/Vendor invoice enquiry
ID [redacted]
Submitted Date [redacted]

Remarks
Priority: High! Your standard solution time is 3.0 working days! However, response time may differ if the Service Request is sent for external approval or is sent back to the requester. Please include the Service Request number when raising further inquiries

Please do not reply to this automatically generated email.

Important to know

In case you are facing a **technical/platform question** (e.g. user locked, forgot password), then contact customer-support@supplyon.com.

In case you have an **invoice related question**, please contact BOSCH by raising a SupplyOn inquiry (e.g. general inquiry) via <https://platform.application.prd.supplyon.com/logon/logonServlet>

In case you have any other **non-invoice related question** or want to provide **feedback**, please contact SupplierPortalFI@in.bosch.com